

SECTION 7. DOCUMENTATION PHASE - ALL AIRCRAFT

195. SUCCESSFUL APPLICANTS OF ORAL TESTS AND FIRST SEGMENTS OF TWO-SEGMENT FLIGHT TESTS. An "ATP/Type Rating Oral or Flight Test Documentation" job aid has been prepared to aid inspectors and examiners when conducting the documentation phase (see figure 5.2.7.2 at the end of this section). Inspectors and examiners shall complete the following actions when an applicant's performance during an oral test or a flight test has been satisfactory:

A. Oral Test.

(1) Inspectors and examiners shall mark, date, and sign the appropriate spaces of the FAA Form 8410-2, "Airman Certificate and/or Rating Application" and return it to the applicant.

(2) Inspectors and examiners shall complete an FAA Form 8000-36, PTRS Data Sheet and forward it to the appropriate flight standards district office. See paragraph 41 of chapter 1 for instructions on completing the PTRS Data Sheet.

B. First Segment of a Two-Segment Flight Test.

(1) Inspectors and examiners shall mark, date, and sign the appropriate spaces on the FAA Form 8410-2 (application) and return it to the applicant.

(2) Inspectors and examiners shall clearly indicate on the job aid those events that were not evaluated during the first segment by marking an "NE" (not evaluated) in the space provided. The job aid shall be dated, signed, and given to the applicant. The applicant should be instructed to give the application and job aid to the inspector or examiner conducting the airplane segment of the test. See paragraph 211 for guidance on documentation requirements for incomplete tests.

(3) Inspectors and examiners shall complete an FAA Form 8000-36, PTRS Data Sheet and forward it to the appropriate flight standards district office. See paragraph 41 for instructions on completing the PTRS Data Sheet.

197. DOCUMENTATION OF SUCCESSFULLY COMPLETED FLIGHT TESTS. Applicants who have completed all requirements, including reaching the 23 year

age requirement, are entitled to a temporary certificate. Applicants who are not yet 23 years old shall be issued a letter of aeronautical competency instead of a temporary certificate.

A. Fully Qualified Applicants.

(1) Inspectors and examiners shall prepare an FAA Form 8060-4, Temporary Airman Certificate in duplicate for all fully qualified applicants. See paragraph 37 of chapter 1 for instructions on completing the Temporary Airman Certificate. The inspector or examiner shall determine if an applicant meets the flight time requirements of ICAO. Applicants should present the written test application job aid, signed and dated by the inspector who prepared it as verification of the ICAO requirements. If the applicant cannot present the job aid, the applicant must present logbooks which verify the ICAO requirements. If the applicant does not present a job aid or logbooks, the inspector or examiner may issue the temporary certificate, provided both ICAO restrictions are placed on that certificate.

(a) If an applicant does not meet the ICAO total time requirement, the following restriction must be placed on the temporary certificate, "Holder does not meet the pilot flight experience requirements of ICAO."

(b) If an applicant does not meet the pilot-in-command requirements of ICAO, the following restriction must be placed on the temporary certificate, "Holder does not meet the pilot-in-command experience requirements of ICAO."

(2) Applicants shall be given the duplicate copy of the temporary certificate.

(3) Inspectors and examiners shall complete, date, and sign the FAA Form 8410-2 (application). Place a diagonal line across the back of the form and write on the line, "Job aid used." Completed job aids may be either retained or disposed of by the inspector or examiner after the certification package is complete. The job aid should not be attached to the certification package.

(4) Inspectors and examiners shall complete the PTRS data sheet. See paragraph 41 for instructions on completing this form.

(5) Inspectors and examiners shall attach the following documents to the application form and transmit the certification paperwork to the appropriate FSDO:

- Original of the Temporary Airman Certificate (FAA Form 8060-4)
- Superseded pilot certificate
- Airman Written Test Report (AC Form 8080-2) (required on initial ATP certification and new category ratings)
- Notice of Disapproval of Application (FAA Form 8060-5) if applicable
- PTRS Data Sheet (FAA Form 8000-36)

B. *Applicants Less Than 23 Years Old.* Applicants who are less than 23 years old are issued letters of competency. Once an applicant presents proof of being 23 years old and a current first class medical certificate, the letter of competency may be exchanged for a Temporary Airman Certificate at any flight standards district office. See figure 5.2.7.1 for a sample letter of competency. When an applicant less than 23 years old successfully completes all test requirements, inspectors and examiners shall complete the following:

(1) The FAA Form 8410-2 (application) shall be completed and signed by the inspector or examiner who conducted the test. A diagonal line should be placed across the back of the form and the words, "Job aid used" should be written on the line. The ATP-Written Qualifications Job Aid should be returned to the applicant so that a record of the ICAO determination is available when the certificate is issued. Other job aids may be retained or disposed of by the inspector or examiner. Job aids should not be attached to the certification package.

(2) Inspectors and examiners shall prepare and sign the letter of aeronautical competency in duplicate. The original of this letter is given to the applicant.

(3) Inspectors and examiners shall complete the FAA Form 8000-36, PTRS Data Sheet. See paragraph 41 for instructions.

(4) Inspectors and examiners shall attach the following documents to the application form and transmit the certification paperwork to the appropriate FSDO:

- Duplicate copy of the letter of aeronautical competency
- Airman Written Test Report (AC Form 8080-2)
- Notice of Disapproval of Application (FAA Form 8060-5) if applicable
- PTRS Data Sheet (FAA Form 8000-36)

199. DOCUMENTATION OF FAILED ORAL TESTS OR FLIGHT TESTS. If an applicant fails an oral or flight test, inspectors and examiners shall accomplish the following:

A. Complete the FAA Form 8060-5, Notice of Disapproval of Application, in duplicate. See paragraph 39 for instructions for completing the notice of disapproval.

B. Give the duplicate copy of the notice of disapproval to the applicant.

C. Instruct the applicant to retain the AC Form 8080-2, Airman Written Test Report.

D. Complete FAA Form 8410-2 (application), and date and sign it. Place a diagonal line across the back of the form and write on the line, "Job aid used." The ATP-Written Qualifications Job Aid should be returned to the applicant. Other job aids may be either retained or disposed of after the certification package is complete. Job aids should not be attached to the certification package.

E. Complete and sign the FAA Form 8000-36, PTRS Data Sheet. See paragraph 41 for instructions on completing the PTRS Data Sheet.

F. Attach the original FAA Form 8060-5, Notice of Disapproval of Application and the FAA Form 8000-36, PTRS Data Sheet to the application form and forward the certification paperwork to the appropriate FSDO.

201. INCOMPLETE TESTS. The following guidance applies when tests cannot be completed for reasons other than failure of an applicant.

A. *Oral Tests.* When the oral test is incomplete, it must be completed by the same inspector or examiner within 5 days. If the test cannot be completed by the same inspector within 5 days, it shall be repeated in its entirety.

B. *Flight Tests.* When a flight test is incomplete, inspectors and examiners shall mark the events that were not evaluated on the job aid. The job aid shall be dated, signed, and given to the applicant. The applicant should be instructed to give the job aid to the inspector or examiner who completes the flight test. If the flight test cannot be completed within 30 days, it shall be repeated in its entirety. When a designated examiner is not an APD, that examiner must complete the flight test within

30 days or the flight test must be repeated in its entirety.

C. *PTRS.* An FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet shall be completed by the inspector or examiner and forwarded to the appropriate FSDO. See paragraph 41 for instructions on completing the PTRS Data Sheet.

202. - 220. RESERVED.

FIGURE 5.2.7.1.
SAMPLE LETTER OF COMPETENCY - PILOTS

District Office Letterhead

This memorandum is evidence that: _____ (Name) _____ has successfully completed the written, oral, and flight tests for an Airline Transport Pilot Certificate with a _____ (Category) _____, _____ (Class) _____, and _____ (Type) _____ rating.

The applicant may obtain a temporary airman certificate from any flight standards district office upon presenting the following:

1. Proof of being 23 years old
2. A current first class medical certificate
3. A current application form

Inspector Signature

Date

Inspector Name

District Office Number

Office Location

FIGURE 5.2.7.2.
ATP/TYPE RATING ORAL OR FLIGHT TEST
DOCUMENTATION JOB AID

SUCCESSFUL ORAL OR FIRST SEGMENT OF TWO-SEGMENT FLIGHT TEST

- ☐ Mark, date, and sign FAA Form 8410-2 (application). Return to applicant.
- ☐ Complete FAA Form 8000-36, PTRS Data Sheet and forward to FSDO.

UNSUCCESSFUL APPLICANTS

- ☐ Complete FAA Form 8060-5, Notice of Disapproval of Application, in duplicate:
 1. The events failed must be indicated.
 2. If the check is not to be entirely repeated, those events not yet accomplished must be annotated.
 3. Enter oral and simulator date, as applicable.
 4. Indicate 1st or 2nd failure.
- ☐ Give the duplicate of the FAA Form 8060-5 to the applicant.
- ☐ Mark, date, and sign FAA Form 8410-2 (application).
- ☐ Cross out back of application form with diagonal line and annotate line with the words "Job aid used."
- ☐ Complete FAA Form 8000-36, PTRS Data Sheet.
- ☐ Attach the original Notice of Disapproval and the PTRS Data Sheet to the application and forward the paperwork to the FSDO

SUCCESSFUL COMPLETION OF FLIGHT TEST

APPLICANT LESS THAN 23 YEARS OLD

- ☐ Mark, date, and sign, FAA Form 8410-2 (application).
- ☐ Cross out back of application form with a diagonal line and write on the line, "Job aid used."
- ☐ Prepare letter of aeronautical competency in duplicate.
- ☐ Give original letter to applicant.
- ☐ Complete FAA Form 8000-36, PTRS Data Sheet.
- ☐ Attach the following to FAA Form 8410-2 (application) and forward the paperwork to the FSDO:
 - ☐ Written Test Results (FAA Form 8080-2)
 - ☐ Notice of Disapproval (Form 8060-5) (if applicable)
 - ☐ Duplicate letter of aeronautical competency

APPLICANT OVER 23 YEARS OLD

- ☐ Mark, date, and sign the FAA Form 8410-2 (application).
- ☐ Cross out back of application form with a diagonal line and write on the line, "Job aid used."
- ☐ Prepare an FAA Form 8060-4, Temporary Airman Certificate in duplicate. Enter ICAO restriction, if required.
- ☐ Give applicant the duplicate copy of the FAA Form 8060-4, Temporary Airman Certificate.

FIGURE 5.2.7.2. (Cont'd.)

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- ☐ Complete PTRS Data Sheet.
 - ☐ Attach the following to the application and forward the paperwork to the FSDO:
 - ☐ Airman Written Test Report (AC Form 8080-2)
 - ☐ Notice of Disapproval (Form 8060-5) (if applicable)
 - ☐ Superseded airman's certificate
 - ☐ PTRS Data Sheet (FAA Form 8000-36)

<u>PTRS CODES</u>	<u>ORIGINAL CERTIFICATE</u>	<u>ADDED RATING</u>	<u>FAR PART</u>
ATP ORAL	1510	TYPE RATING ORAL 1514	61
ATP SIMULATOR	1511	TYPE IN SIMULATOR 1515	61
ATP AIRPLANE	1512	TYPE IN AIRCRAFT 1516	61
ATP HELICOPTER	1512	TYPE IN HELICOPTER 1516	61

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